



City of Milpitas Permit Center and Inspection Services Information

Updated March 31, 2020

Purpose

Based on the Santa Clara County Health Order issued on March 31, 2020 that is in effect starting at 11:59 PM on Tuesday, March 31, 2020 (the "County Order", superseding the prior March 16 Order), and Governor Gavin Newsom's March 19, 2020 Executive Order N-33-20, which directs people to stay in their homes or place of residence unless exempted (the "State Order"), and the City's Pandemic Management Plan Stage 5 activation, protecting the community from the COVID-19 virus requires taking additional steps to prioritize the safety of our Permit Center visitors and City staff by minimizing contact. Permit Center service options via website information, online services, email, telephone, tele or web conferencing will be provided to minimize the disruption of services and inconvenience to residents, businesses, and other customers as detailed below and to ensure the public health. Inspection service details can be found in the subsequent section.

Permit Center – Effective Tuesday, March 17, 2020

The Permit Center will be closed for all in-person services through the last day of the County Order on Sunday, May 3, 2020. The City will be continually monitoring the situation and will update the public on potential changes to this date. Customers will be provided information on Permit Center services that are currently available online or via e-mail or telephone, including inquiry, permit applications, plan submittals, permit issuance, and other services. City staff will strive to respond to all phone calls and emails as soon as possible. Your patience is much appreciated during this interim Permit Center closure period.

Permit Center service options:

- **Website general information**
 - [Building Safety and Housing](#)
 - [Planning](#)
 - [Engineering Land Development](#)
 - [Public Works Utility Engineering](#)
 - [Fire Prevention](#)
- **Permit Center services**
 - Service via email for Permit Center: BuildingPermitCenter@ci.milpitas.ca.gov
 - Service via telephone for Permit Center: 408-586-3240
- **Building Safety and Housing services**
 - [Online permits](#)
 - [Electronic plan submittal](#)
 - [Online permit fee payment](#) (up to \$25,000)
 - [Online plan review status](#)
 - Service via email for Building Safety and Housing: BuildingPermitCenter@ci.milpitas.ca.gov
 - Service via telephone for Building Safety and Housing: 408-586-3240

- **Planning services**

- Online Permits: Currently Planning Department does not accept online permits. However, please email your queries to planningdepartment@ci.milpitas.ca.gov and the planner on duty will contact you. Please provide your contact information (Name, email address and phone number) and detailed information about the project (e.g. Project address, a detailed project description etc.)
- [Planning and Zoning Application](#)
- [Planning and Zoning Checklist](#)
- [Planning Fee Schedule](#)
- [Check Your Zoning](#)
- [Ordinance Information](#)
- Service via email for Planning:
General inquiry: planningdepartment@ci.milpitas.ca.gov
[Planning staff contact list](#)
- Service via telephone for Planning:
General inquiry: 408-586-3279
[Planning staff contact list](#)

- **Engineering Land Development services**

- [Encroachment Permit Issuance/Work within City Street & Right of Way](#)
- [Flood Insurance Inquiry](#) or Call 408-586-3329
- Request Record Drawing/Improvement Plan Information: Call 408-586-3329
- Service via email for Engineering Land Development:
Kenny Hoang (Engineering Aide): khoang@ci.milpitas.ca.gov
Kan Xu (Principal Land Development Engineer): kxu@ci.milpitas.ca.gov
- Service via telephone for Engineering Land Development:
Kenny Hoang (Engineering Aide): 408-586-3329
Kan Xu (Principal Land Development Engineer): 408-586-3253

- **Public Works Utility Engineering services**

- Service via [online](#)
- Service via telephone: (408) 586-2600

- **Fire Prevention services**

- Fire Prevention Questions: 408-586-3365
- [Fire Prevention permit application](#)
- Fire Prevention credit card payment:
Please call 408-586-3365 for authorization form.
- Fire Prevention permit submittals (submittals must include the fire permit application, payment and PDF formatted drawings). Please contact the Fire Prevention Office at 408-586-3365.
- Service via email for Fire Prevention: FirePreventionOffice@ci.milpitas.ca.gov
- Service via telephone for Fire Prevention: 408-586-3365

- **Service via teleconference or web conference**

- Please call the department staff assigned to your project to schedule a conference call.

Building and Fire Inspection Services – Effective 11:59 PM, Tuesday, March 31, 2020

The safeguarding of the health of our community and City employees is of the utmost priority, especially during the COVID-19 County Order and State Order. Please note that the County Order effective March 31, 2020 has further limited allowable construction activities. In alignment with the County Order which is more restrictive than the State Order, the City is following the [County Order](#) for the limited types of projects that may continue construction.

Only the types of construction listed below are considered essential businesses by the County Order and are allowed to continue:

- A. Projects immediately necessary to the maintenance, operation, or repair of Essential Infrastructure;
- B. Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations, provided that such construction is directly related to the COVID-19 response;
- C. Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least 10% income-restricted units;
- D. Public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;
- E. Shelters and temporary housing, but not including hotels or motels;
- F. Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;
- G. Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and
- H. Construction or repair necessary to ensure that residences and buildings containing Essential Businesses are safe, sanitary, or habitable to the extent such construction or repair cannot reasonably be delayed.

Building and fire inspection services for other than the allowable construction activities listed above will not be available while the Order is in effect from 11:59 PM March 31, 2020 through May 3, 2020.

If your project is on the limited list of allowable construction types, please refer to the Inspection Request section below. Please note that if the inspector finds that the required COVID-19 protocols imposed by the County Order / State Order (refer to the attached Agreement Letter) have not been implemented on the job site, he or she has the right and responsibility to not conduct the inspection and reschedule to a time when the contractor has provided said protocols.

Please note that requests for services will continue to be evaluated on a case-by-case basis.

Inspection request

- Please refer to the attached Agreement Letter for COVID-19 Protection Protocols. Building and Fire inspections can be provided upon signature of the General Contractor, which must be provided to inspection staff in advance of the inspection.
- For Building inspection request: [Online inspection scheduling](#) or Call 408-586-2797
- For Fire inspection request: Call 408-586-3380

CITY OF MILPITAS

Building Safety & Housing Department
Fire Department – Fire Prevention
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov



Agreement Letter

COVID-19

Protection Protocols

Date:

Permit Number:

Project:

Address:

Contractor:

Dear Sir / Madam,

The purpose of this letter is for the undersigned to acknowledge and confirm that they will implement, maintain, and monitor, the COVID-19 protocols imposed by the Santa Clara County Health Order issued on March 31, 2020 that is in effect starting at 11:59 PM on Tuesday, March 31, 2020 (the "County Order", superseding the prior March 16 Order), and Governor Gavin Newsom's March 19, 2020 Executive Order N-33-20, which directs people to stay in their homes or place of residence unless exempted (the "State Order").

Building and Fire inspections for the above project can be provided upon signature of the General Contractor or their designated representative. This signed Agreement acknowledges that the General Contractor will continuously implement, maintain, and monitor the protocols imposed by the County Order / State Order.

Please note that if the inspector finds that the COVID-19 protocols imposed by the County Order / State Order have not been implemented on the job site, he or she has the right and responsibility to not conduct the inspection and reschedule to a time when the contractor has provided said protocols.

Name

Title

Signed

Date